## **Basic Education & ESL Referral Pathway**

**Note:** Once you have determined the customer is in need of basic education or ESL and have chosen an appropriate provider, complete the following steps:

- **Step 1:** Determine eligibility for WIA & TANF Non-FEP.
  - Complete the eligibility screen in UWORKS and enroll the customer in the appropriate program.
  - If customer is a FEP recipient, the eligibility screen does not need to be completed.
- **Step 2:** Complete a 360 referral form in UWORKS.
  - ➤ In the section titled, "Reason for Referral," indicate if the customer is being referred for only educational assessment or for an assessment and registration.
  - ➤ In the "comments" section, include the CIU's email address (centralimaging@utah.gov) and fax number (801-526-9505) along with any necessary comments.
  - > In the section titled "Attachments," check the release of information box.
  - ➤ Give the customer 2 copies of the 360 form (one for themselves and one for the school).
- **Step 3:** Complete the 115 form.
  - Check the "Other" box, and indicate the name of the school the customer is being referred to.
  - > Give the customer a copy.
- **Step 4:** Complete an Authorization in UWORKS
  - Obligate and authorize school costs for initial testing and registration.
  - ➤ Educate the customer on the payment process using their Employment and Training MasterCard®.
- **Step 5:** Fax the following information to the school:
  - > 360 form
  - > 115 form
  - Student Assessment & Evaluation Form
  - Student Attendance Record
- Step 6: Instruct the student to return a copy of their school registration and schedule. This information should be sent directly over to DWS by the school if step 5 has been completed.
- **Step 7:** Send an email to the school, notifying the education provider of the referral and that the information has been faxed (see Step 5). Your email should include: Customer Name, PID number, and Employment Counselor contact information.